

The Dataset

December 15, 2009

an HMIS user-community newsletter for HPRP providers

Entering 'Cost-Type' Services Correctly

Our HMIS vendor has recently informed us that some kinds of services you give to clients participating in the HPRP program will not be counted on reports unless certain fields have data entered.

In particular, it is the services that we refer to as 'Cost-Type' services. These are distinguished by a start date and end date in addition to a 'Cost' field where the dollar amount paid by your organization for that service transaction is also entered. In HPRP these services are:

- Rental Assistance
- Security Deposits
- Utility Deposits
- Utility Payments
- Moving Cost Assistance
- Motel & Hotel Vouchers

Notice in the example that the circled Date and Amount fields have data entered. The Location field will default to your agency (which you can leave as is), and the Description and Comment fields are optional; you do not need to enter any data in these fields unless you choose to do so.

Activity	Description	StartDate	DateEnde
Utility Payments (H)	Puget Sound Ene	12/1/2009	12/31/2009

You must enter an end-date and an amount value to all of these kind of services so that they appear on reports.

Service Delivery Scrutinized by Feds

As we check on HMIS data daily, we have been seeing numerous cases where clients have been entered into the Central Intake portion of HMIS, and even enrolled in HPRP, but have no services attributed. *Nearly half the clients entered in the system have had no services attributed.* Because the funding for this program is so heavily scrutinized by HUD, it is critical that *all* services provided to a client be entered into HMIS as soon as the client is enrolled into the program.

We know that staffing levels are a large concern for many of you, but want to reassure you that giving services to a client in HMIS literally takes seconds. In less than a minute, you can assign a handful of services to a particular client.

In the case where you know a client is eligible for the program but do not yet know what services they will receive, we recommend you not enter them into HMIS until that determination has been made.



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